NEW YORK INSTITUTE OF TECHNOLOGY

Check Requisition

(NOTE: Not to be used for Travel Expenses)

Date _____

Payable To _____

Amount of Check $ _____

Address _____

_____

_____

Reason for Disbursement (attach invoice and/or other documentation)

Mailing Instructions:

Activity (Account No.) -- Object Code	Amount
--	$
--	
--	
--	
--	
TOTAL	$

Requested By _____

Approved By _____

Budget Department _____